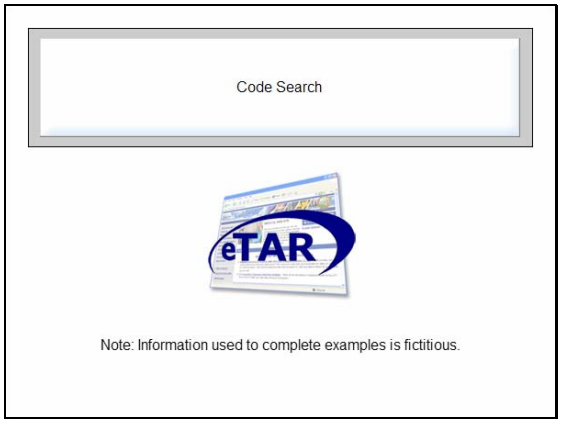
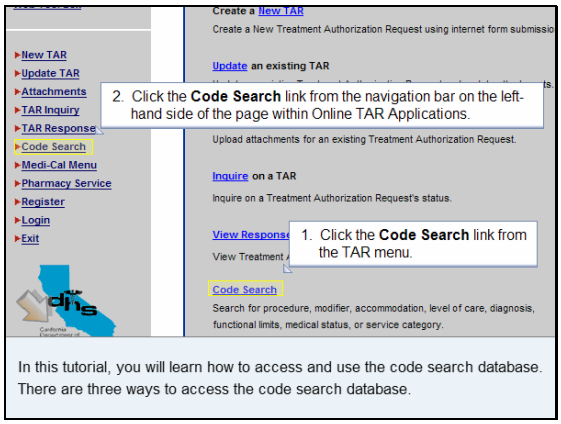


Code Search

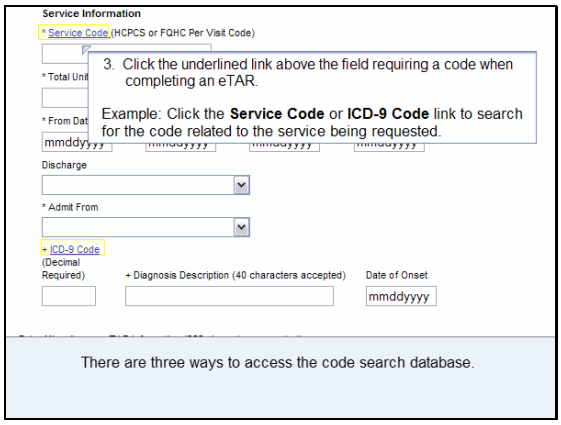
Note: Information used to complete examples is fictitious.



In this tutorial, you will learn how to access and use the code search database.

There are three ways to access the code search database.

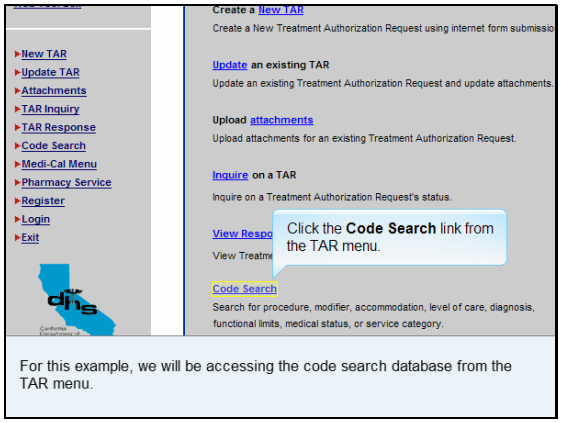
1. Click the **Code Search** link from the TAR menu.
2. Click the **Code Search** link from the navigation bar on the left-hand side of the page within Online TAR Applications.



3. Click the underlined link above the field requiring a code when completing an eTAR.

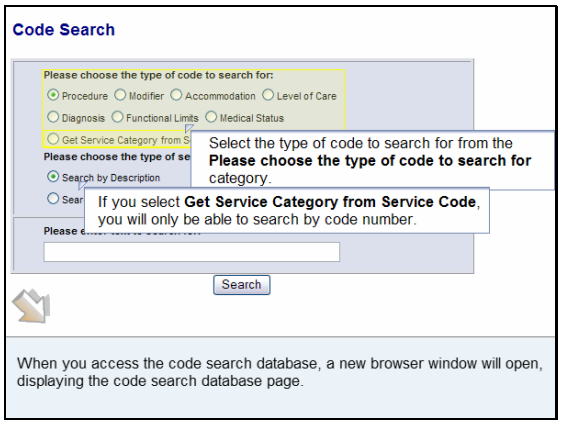
Example: Click the **Service Code** or **ICD-9 Code** link to search for the code related to the service being requested.

There are three ways to access the code search database.



For this example, we will be accessing the code search database from the TAR menu.

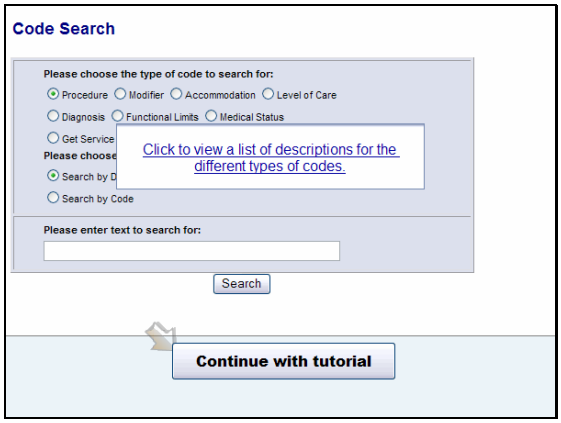
Click the **Code Search** link from the TAR menu.



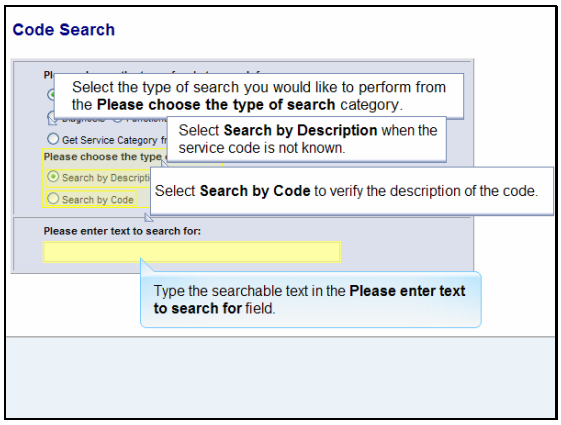
When you access the code search database, a new browser window will open, displaying the code search database page.

Select the type of code to search for from the **Please choose the type of code to search for** category.

If you select **Get Service Category from Service Code**, you will only be able to search by code number.



Click to view a list of descriptions for the different types of codes.

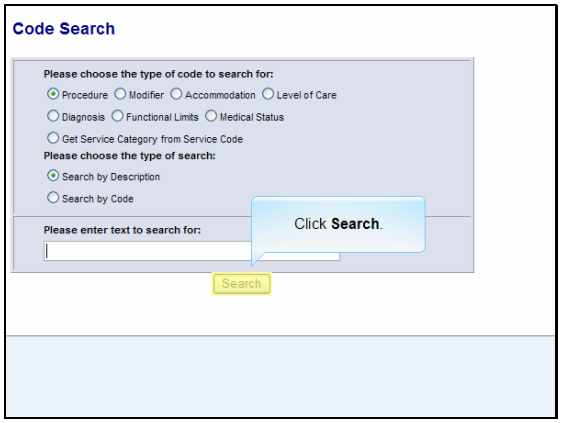


Select the type of search you would like to perform from the **Please choose the type of search** category.

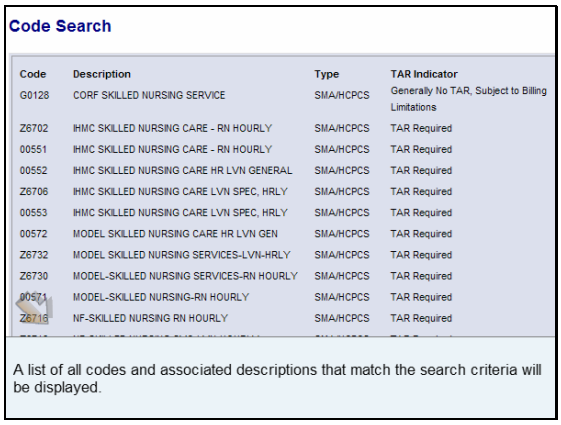
Select **Search by Description** when the service code is not known.

Select **Search by Code** to verify the description of the code.

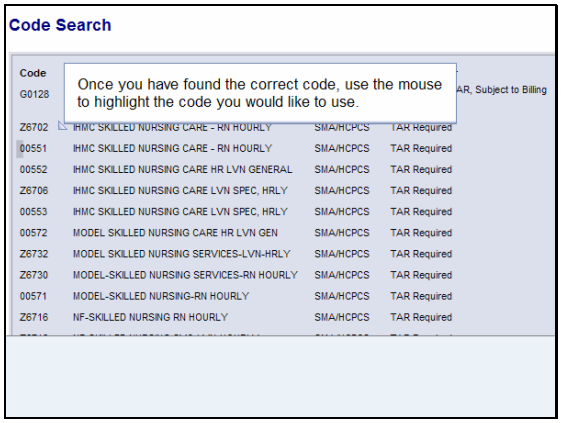
Type the searchable text in the **Please enter text to search for** field.



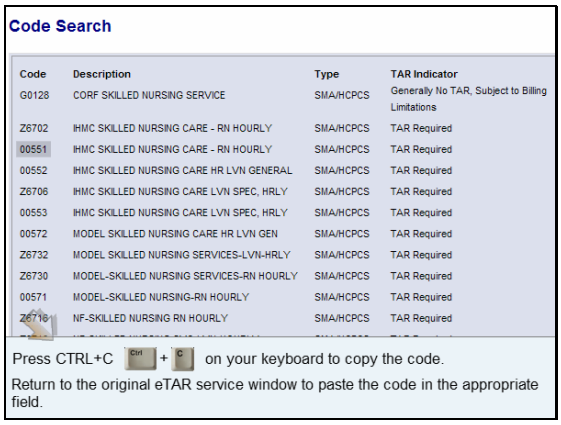
Click **Search.**



A list of all codes and associated descriptions that match the search criteria will be displayed.

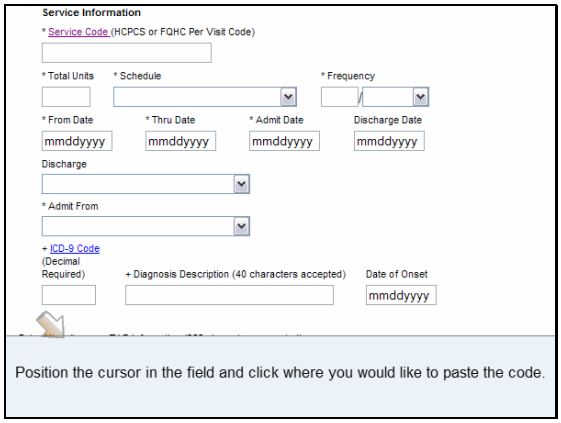


Once you have found the correct code, use the mouse to highlight the code you would like to use.

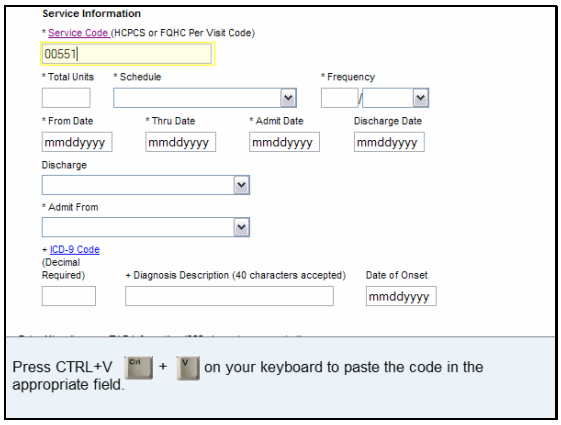


Press CTRL+C on your keyboard to copy the code.

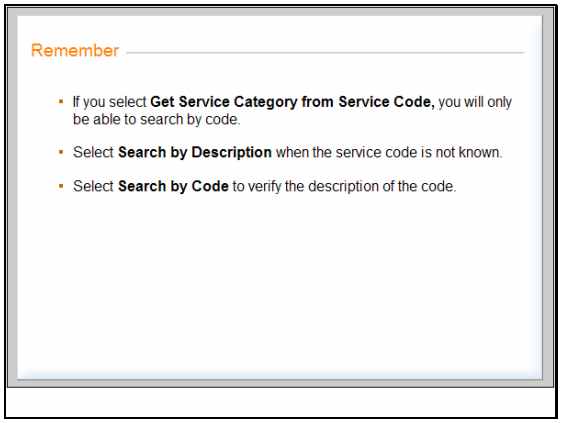
Return to the original eTAR service window to paste the code in the appropriate field.



Position the cursor in the field and click where you would like to paste the code.

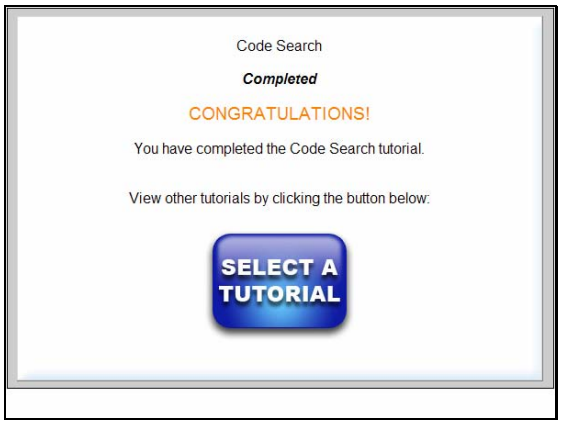


Press CTRL+V on your keyboard to paste the code in the appropriate field.



Remember

- If you select **Get Service Category from Service Code**, you will only be able to search by code.
- Select **Search by Description** when the service code is not known.
- Select **Search by Code** to verify the description of the code.



Code Search - ***Completed***

CONGRATULATIONS!

You have completed the Code Search tutorial.